



PARENT'S GUIDE: REGISTERED FAMILY DAY CARE HOME

Dear Parent:

This guide is provided to help you in choosing a Registered Family Day Care Home provider for your child. The Kansas Department of Health and Environment (KDHE) works in partnership with parents and child care providers to develop requirements that promote health, safety, and well-being of children in out-of-home child care. This guide will provide you with the information on the requirements for a Registered Family Day Care Home provider. KDHE is the state agency that licenses and registers child care facilities and homes. KDHE contracts with local county health departments and private contractors to conduct the licensing and registration programs in their communities. Your child care provider can tell you who to contact locally or you can call KDHE to obtain this information.

A Registration Certificate is issued when a complete application, fee, criminal history and child abuse registry background check and the safety evaluation checklist are received and processed by KDHE. A Registered Family Day Care provider is responsible for conducting a self-evaluation of the day care home using the safety evaluation checklist. The child care provider certifies that the home meets minimum requirements to protect children from harm.

NUMBER OF CHILDREN ALLOWED

A Registered Family Day Care provider may care for a maximum of **six** children, infancy to 16 years of age. Three of the six children may be under 18 months of age. The child care provider must also include her own children under 12 years of age in the total number of children allowed to be in care. No exceptions can be granted to the number of children allowed to be in care.

LENGTH OF CHILD CARE DAY

A Registered Family Day Care Home may provide care for children **less** than 24 hours a day

SAFETY EVALUATION CHECKLIST

A Registered Day Care Home provider must meet requirements which are listed on the safety evaluation checklist. Examples of these requirements include the basic condition of the home and outside play area; safe storage of medicine, household poisons, guns, and sharp instruments; fire safety precautions and appropriate napping and sleeping facilities. General requirements are provided in this guide. A copy of the safety evaluation checklist is available for you to review at the Registered Family Day Care Home. You may also request a copy from the local Child Care Facility Surveyor or KDHE.

Registration certificates are only issued for the child care provider's own residence.

Registered Family Day Care Homes are not inspected by KDHE or the local child care surveyor unless the agency receives a complaint of poor child care practices or health and safety violations. Some city or county ordinances may, however, require inspections to comply with local requirements.

PARENTAL ACCESS AND PERMISSION FOR CHILDREN TO GO OFF PREMISES

Parents may visit during all hours of operation. If children are taken on outings, signed parental permission for each location is required. The destination, time children leave the facility, adults responsible for supervision, and the estimated time of return is required to be posted in an area where parents can see it.

CRIMINAL HISTORY AND CHILD ABUSE REGISTRY BACKGROUND CHECKS

Complete information regarding name, date of birth, and other identifying information for each person over 10 years of age living, working, substituting, and/or regularly volunteering in the home is submitted to KDHE. Screening is done by the Kansas Bureau of Investigation for criminal history and by Department of Social and Rehabilitation Services for child abuse and/or neglect.

HEALTH REQUIREMENTS

Each person caring for children must be healthy enough to protect the health, safety, and welfare of children; qualified by emotional maturity, sound judgement, and an understanding of children and not be impaired due to alcohol or drugs. Health assessments are required for each person regularly caring for children. TB testing is required for all persons, 16 years or older, living, working, and volunteering in the day care home.

The parent's side of the KDHE yellow Medical Record from for children, which includes a record of current immunizations, needs to be on file when children enter care. If you do not give your provider this information you cause them to be in violation of the requirements. The regulations allow an exception to the immunization requirement for medical reasons or if you adhere to a religious denomination whose teachings are opposed to immunizations. You will be requested to provide documentation if your child needs an exception to the requirements for current immunizations.

EMERGENCIES AND SAFETY PROCEDURES

A working telephone is required and emergency numbers must be posted. Each person regularly caring for children must have first aid training. An Emergency Release Form, which allows your provider to take your child to the Doctor in an emergency, must be completed by the parent and kept on file in the day care home. The Medical Record for children and the Emergency Release Form are to be taken to the emergency room with the child. Parents must be notified immediately of each illness or injury of their child requiring medical attention.

SWIMMING AND WADING ACTIVITIES

If swimming pools or wading pools are on the premises they need to be maintained and used in a manner to safeguard the lives of children. Supervision must be maintained at all times. When children are allowed to use the swimming pool, a person with a life saving certificate or a person trained in CPR needs to be in attendance. Swimming pools must either be 4 feet high or enclosed by a 5 foot fence so that children do not have chance access to the pool. Steps must be removed from above ground pools when not in use. Wading pools must be emptied daily.

TRANSPORTATION REQUIREMENTS

If transportation is provided, the driver must be 18 years of age or older, hold a valid driver's license and adequate insurance. The vehicle must be in a safe operating condition and contain a first aid kit. Appropriate car seats and seat belts must be used. Safety of the children needs to be maintained and children under 10 years of age cannot be left unattended in the vehicle.

CARE OF ANIMALS

The pet area must be maintained in a sanitary manner and parents must be informed if children will have access to pets. Dogs and cats are required to have current immunizations. Children must be protected from hazardous animals. Pit Bull dogs are prohibited.

SMOKING PROHIBITED

Smoking is prohibited inside the day care home during hours of operation and while transporting children.

SUPERVISION

Children are required to be supervised at all times by a qualified person 16 years or older.

DISCIPLINE

A written discipline policy, appropriate to the age of the children enrolled, must be on file and parents must be informed. Corporal punishment and punishment which is humiliating, frightening, or physically harmful is prohibited. Providers may not spank children.

DIAPERING AND TOILETING

Children's clothing needs to be changed when wet or soiled. A change of clothing must be at the home for each child under 3 years of age. Hands need to be washed with soap and water after changing diapers or soiled clothing to prevent the spread of communicable diseases. Children must be diapered in their own crib or playpen, on a changing table or a clean pad on the floor. The changing table or pad is to be sanitized after each use. Washable diapers and soiled clothing is to be sent home to decrease the likelihood of spreading disease.

ENFORCEMENT AND COMPLAINTS

When Registered Family Day Care Homes are found operating below minimum requirements following a complaint investigation, or if false information is given, KDHE may give the child care provider an opportunity to correct violations; may deny the application; revoke or suspend the certificate; or the registrant may be fined up to \$500 for each violation.

Parents who have concerns, may want to first discuss the issue with the child care provider. If the situation is not resolved, and parents believe requirements are not met, they may call the local Child Care Facility Surveyor in their area or KDHE at (785) 296-1270. A Child Care Facility Surveyor will investigate the complaint. If parents suspect child abuse or neglect, they may call the local SRS office, the toll free Child Abuse Hotline at 1-800-922-5330 or Law Enforcement. Complaints may be filed anonymously.

Information regarding substantiated complaints on licensed or registered child care facility/home regulated by KDHE, may be obtained by contacting KDHE, Child Care Licensing and Registration Section at (785) 296-1270.

ADDITIONAL INFORMATION

SRS PURCHASE OF SERVICE FOR CHILD CARE

The Kansas Department of Social and Rehabilitation Services (SRS) can purchase child care services from Registered Family Day Care Homes. Contact your local SRS office for details.

CHILD CARE FOOD PROGRAM

Registered Family Day Care Homes are eligible to receive food reimbursement after they have been issued a certificate of registration.

Child care that is provided in a safe, healthy and nurturing environment is our goal. I hope this guide is helpful in answering any questions you may have about choosing a Registered Family Day Care Home. For further information about child care please contact your local Child Care Facility Surveyor, or KDHE.